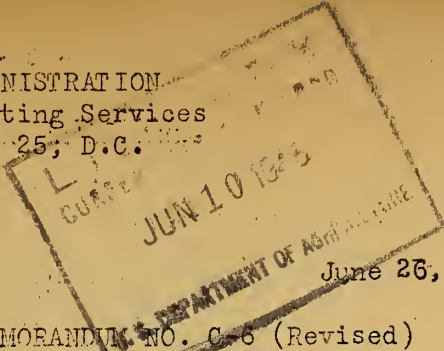


Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

1.9422
C8C822
Cap 2

WAR FOOD ADMINISTRATION
Office of Marketing Services
Washington 25, D.C.



June 26, 1945

COTTON AND FIBER BRANCH MEMORANDUM NO. C-6 (Revised)

Procedure for Preparing Report on Quality of Carry-over

The Secretary of Agriculture is authorized and directed "to collect and publish annually * * * statistics or estimates concerning the grade and staple length of stocks of cotton, known as the carry-over, on hand on the 1st of August of each year in warehouses and other establishments of every character in the continental United States; * * *" by Public Law No. 740 - 69th Congress (7 U.S.C. 471-476).

This memorandum supersedes all previous memoranda on the subject.

The need for prompt and accurate information on the quality of the carry-over is greatly increased by the many problems arising out of the war. For this and other reasons it is imperative that every practical means be taken to insure dependable and timely quality statistics relating to stocks of cotton.

Information obtained in connection with the determination of the quality of the carry-over is confidential. Attention is directed to section 2 of the Act which provides that the information furnished by an individual establishment shall be considered as strictly confidential and shall be used only for the statistical purpose for which it is supplied. Penalties are prescribed for unauthorized disclosure of such information.

The procedure for obtaining accurate information on the grade and staple length of the carry-over is outlined as follows: (1) Carry-over schedules will be prepared and mailed by the Branch to mills, merchants, and warehouses having cotton on hand at the end of the season. (2) Plans will be submitted by Area Offices for handling the carry-over work in advance of July 15. (3) Representative samples of cotton in mill stocks and public storage, except government controlled stocks, will be classed in each area during the period July 15 through August 15. (4) Carry-over lists showing the name, address, and schedule number of mills, warehouses, and merchants will be prepared by the Branch and furnished each Area Office not later than July 15. (5) As schedules are received from reporting establishments shortly after August 1, they will be sent as promptly as possible to classers in each territory by the Classing Office. (6) Classers will class an adequate volume of representative samples and will make proper notations on schedules and attach the work sheets used in adjusting the quality reported. (7) Classers will return schedules promptly to Area Offices. (8) Area Offices will send schedules to the Branch as soon as the necessary information has been entered on carry-over lists and the schedule and attached work sheets carefully checked for accuracy and completeness. (9) When the stocks in each area have been classed and the appropriate information entered and summarized by the Area Office to show percentage of stocks classed, etc., carry-over lists will be returned to the Branch. (10) The Branch will tabulate the data received on the various schedules and release a report on the quality of the carry-over.

Carry-over Schedules

1. Three separate carry-over schedules will be prepared and mailed to report-establishments by the Statistical and Quality Improvement Division of the Branch. The schedule (1) Form OMS-129 (formerly CB-94) will be mailed to owners of cotton other than mills; (2) Form OMS-130 (formerly CB-95) to mills; and (3) Form OMS-131 (formerly CB-96) to warehouses. A notation showing the address of the Classing Office to which the schedule is to be returned will be enclosed with each schedule. Important: If any establishments having sizable quantities of cotton on hand or in storage are found not to be on the carry-over list such establishments should be added to the list, assigned a schedule number and a representative sample of the stock classed in the usual manner.

Area Office Plans

2. Each Area Office will submit a plan of operation to the Statistical and Quality Improvement Division showing the following information: (1) Classing Office to which schedules are to be returned for each Area. (2) Classing personnel (a) available and (b) required to complete the job within the allotted time. (3) Cars (a) available and (b) required. (4) Plans for effectively using available cars. (5) Other pertinent information with which the Branch may be concerned.

Classing Representative Samples

3. (a) Work will be started on the classification of representative samples of cotton in the carry-over not later than July 15. In order to begin work prior to the receipt of carry-over schedules two lists of all reporting establishments will be supplied to each Area Office so that arrangements may be made for finishing work in each area covered and avoiding unnecessary travel. For work done prior to receipt of schedules the quality assigned to each lot of mill and merchant stocks by the owner will be obtained and systematically recorded by the classer and representative samples of each quality classed and recorded on tally sheets. The classer will keep an accurate record of the classification of each sample classed representing "free" cotton in warehouses on tally sheets. All such sheets will be held by the classer until the schedule for the establishment is received for adjustment. After proper adjustments have been made, the classer's records used for making adjustments will be attached to the schedule and returned promptly to the Area Office. Carry-over schedules are not to be collected or made out by classers visiting establishments prior to August 1.

(b) For establishments where cotton is classed after schedules have been received the procedure will be the same as that outlined above except that information on the quality of each lot need not be obtained from mills or merchants.

(c) Representative samples will be classed from all stocks of cotton except (1) certificated stocks; (2) government controlled stocks; and (3) small stocks in inaccessible locations. A minimum of 85 percent of mill stocks will be checked in each State having more than 10,000 bales in mill storage. Likewise a minimum of 85 percent of "free" cotton will be checked in each State having more than 10,000 bales of "free" cotton in storage. Samples from 5 percent of the bales of upland cotton in each quality designation or lot reported by merchants and mills and of "free" stocks of upland in warehouses will be classed. Variations either up or down from 5 percent should be kept to a minimum. In some

cases, however, classers may have reason to believe that 5 percent is too small to be representative and in such instances a larger proportion should be classed. Classers will in all cases secure an adequate representative statistical sample and specify the number of samples classed in each instance. The same procedure will be used for American-Egyptian, sea-island, and all foreign growths as that used for upland except that a 10 percent sample of all reported stocks in each Area will be classed.

(d) Area Offices will be furnished figures on stocks by States by the Statistical and Quality Improvement Division.

(e) Where cotton is stored in an area and samples are available in another area the chairman of the Classing Office where the cotton is stored will request the chairman of the Classing Office where the samples are stored to class the necessary number of samples. The latter chairman will class the cotton and return the required information to the office making such request. The office where the cotton is stored will be responsible for reporting the cotton and for handling all paper work with respect to it, except that incident to classing.

Carry-over Lists

4. Information required on the carry-over lists received from the Branch will be filled out by Area Offices.

Distribution of Schedules Received from Reporting Establishments

5. Area Offices will designate Classing Offices to receive schedules from reporting establishments for distribution to classers engaged in classing stocks.

Reporting and Adjusting Quality Data

6. In classing warehouse or merchant stocks, classers will use tally sheets rather than class sheets. Area Offices may mimeograph a supply of tally sheets from a specimen which will be furnished. (a) All quality designations will be recorded in symbols for grade and code numbers for staple length as set forth in Cotton and Fiber Branch Memorandum No. C-3. Separate sheets will be used for each establishment and for each growth and each sheet will show the following information: (1) name and address of establishment; (2) date classed; (3) schedule number; (4) number of bales in storage; (5) number of samples classed; (6) bales represented by samples classed; (7) complete quality description of each sample classed, i.e. growth, grade (including color), staple length in 32nd inches, preparation by length groups, i.e., 1-3/32" and shorter and 1-1/8" and longer; (8) other reductions in grade or in staple length; (9) signature of classer. (b) Length of staple for American-Egyptian, sea-island, and foreign cotton will be shown in code. (c) Precautions: Be sure to show (1) reductions for rough preparation; (2) all other reductions in either grade or staple length; (3) non-rain grown cotton; and (4) odd thirty-seconds for upland. In some years the proportion of 29/32" and 31/32" reported in the carry-over has been relatively small in both mill and public storage stocks. (d) Data on tally sheets are to be counted and added both ways to be sure they check before being submitted to the Area Office. If one tally sheet does not have enough spaces to include all grades or staple lengths found in the establishment an extension can be made on a second sheet. (e) All tally sheets for each establishment must be fastened securely to the original schedule and submitted to the Area Office. (Area Offices are to make sure that these schedules and work sheets are kept

together and submitted to the Branch.) (f) Use of tally sheets is also recommended for mill classing records but in cases where this procedure is impractical the following method may be used. The classer will write an identification number for each lot or quality. For example if the mill schedule shows:

<u>Number of bales</u>	<u>Grade</u>	<u>Color</u>	<u>Staple (inches)</u>
200	M	W	1-1/8
200	SM	W	1

The classer will number the lots 1 and 2, respectively, and adjustments might be shown as follows:

	<u>Percent</u>	<u>(or) Bales</u>	<u>Grade</u>	<u>Staple (inches)</u>
Lot 1	20	40	M	1-1/16
	65	130	M	1-3/32
	15	30	SM	1-1/8
Lot 2	38	75	SM	15/16
	12	25	M	31/32
	50	100	SM	1

The work sheet showing these adjustments will be attached to the schedule in all cases. Adjustments may be shown either in bales or in percentages, however, it is preferable in bales but be sure that percentages add to 100 or the bales to lot totals. (g) Be sure to identify lots of certificated cotton listed by merchants and do not check such cotton. (h) If qualities appear on the schedule for which no check was made adjustments will not be made by the classer. (i) Show number of samples classed for each quality (each grade and staple length "combination"). (j) Classers will return to their respective Area Offices, schedules covering cotton from which samples were not classed with a note of explanation as to why representative samples were not classed for the entire stock or for any lot of such stock in excess of 25 bales.

Schedules Returned Promptly

7. When schedules are received for cotton in establishments previously classed, the classer will make the proper adjustments and return schedules promptly to the Classing Office. Other schedules will be returned promptly after the cotton is classed. Under no circumstances will the return of schedules be delayed more than one day after schedules have been received and stocks classed.

Schedules Mailed to Washington

8. Area Offices will be responsible for editing and checking each schedule and work sheet, entering the required information on carry-over lists, and promptly mailing the completed adjusted schedules to the Statistical and Quality Improvement Division.

Carry-over Lists Mailed to Washington

9. The carry-over lists used by the Area Office will be returned to the Statistical and Quality Improvement Division as soon as all cotton in the State to which the lists relate has been checked and the lists completed, summarized, and percentage of stocks classed shown. These lists should be used to determine

compliance with instructions in paragraph 3.

Carry-over Report

10. It is important that the work on the carry-over be completed by August 15, if possible.

Collection of Samples by Field Representatives

11. Field representatives (fieldmen) may be authorized by Area Offices to hire laborers to draw samples of "free" warehouse stocks and to ship samples to Classing Offices at government expense if this expedites the work. If warehousemen specifically request that samples be returned they may be returned collect unless labor is furnished by the warehousemen for drawing samples without cost to the government in which event samples will be returned at government expense.

Delinquent Schedules

12. Schedules not received by August 10, will be requested in person, by telegram, or by registered mail. Area Offices will be furnished a supply of schedules for use in this connection. A list of all establishments failing to respond to such requests will be submitted to the Statistical and Quality Improvement Division along with appropriate evidence, comments, and recommendations not later than September 1.

Robney Whitaker

